

S-E-C-R-E-T

1 April 1959

MEMORANDUM FOR: a. Chiefs, Economic and Geographic Areas
b. All Staff, Division and Branch Chiefs

SUBJECT : Publication of an Office Periodical by ORR

ENCLOSURES : a. A staff study proposing the establishment of an ORR Journal.
b. A sample, mock-up, of an ORR Journal.
c. A proposed Office Regulation which anticipates the procedures necessary to effect the ORR publication.

1. Addressees are requested to comment upon the following:

- a. The desirability of, and value to be derived from, an ORR office publication.
- b. If considered worthy, the frequency of publication, i.e., weekly or monthly.
- c. The amount of time and effort branches and divisions would be required to expend in contributing towards the publication.
- d. Type of format and variety of subjects to be included in such a publication.
- e. Such other comments as may be deemed pertinent.

2. It will be noted that the enclosed sample is that of a weekly issue and would, of course, be expanded should a monthly be preferred. Also, the enclosed proposed regulation relates to a weekly publication but is submitted for purposes of comment inasmuch as the procedures would be equally applicable to a monthly issue.

3. Resolution of the subject proposal is not a matter of extreme urgency. However, should the production of such a publication be favored, the initiation thereof should proceed without undue delay. Accordingly, it is requested that comments be received by close of business, 30 April 1959.

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CHIEF, ADMINISTRATIVE STAFF